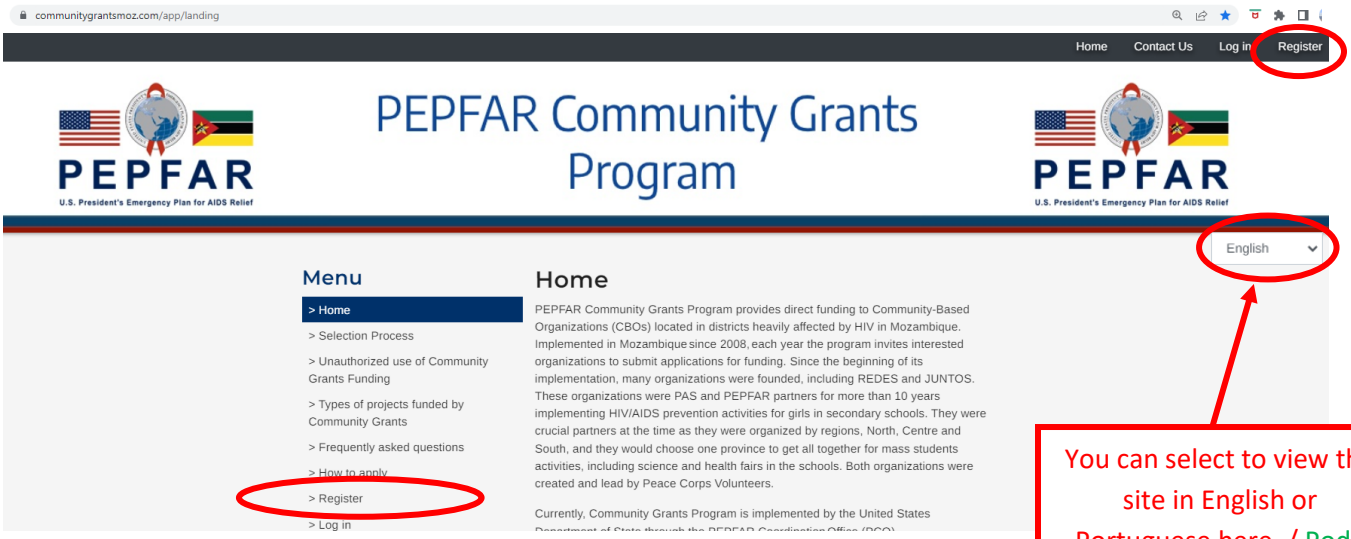
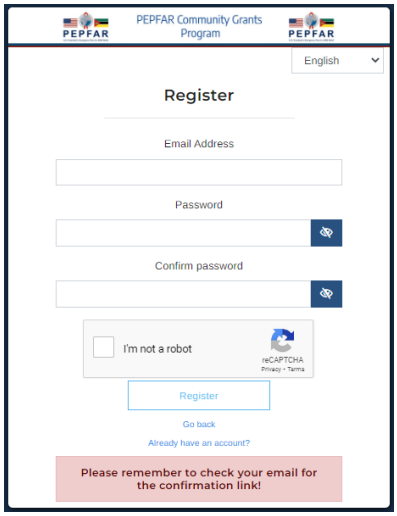
Community Grants Program Online Portal

1. Go to https://communitygrantsmoz.com/ and click on ***Register***

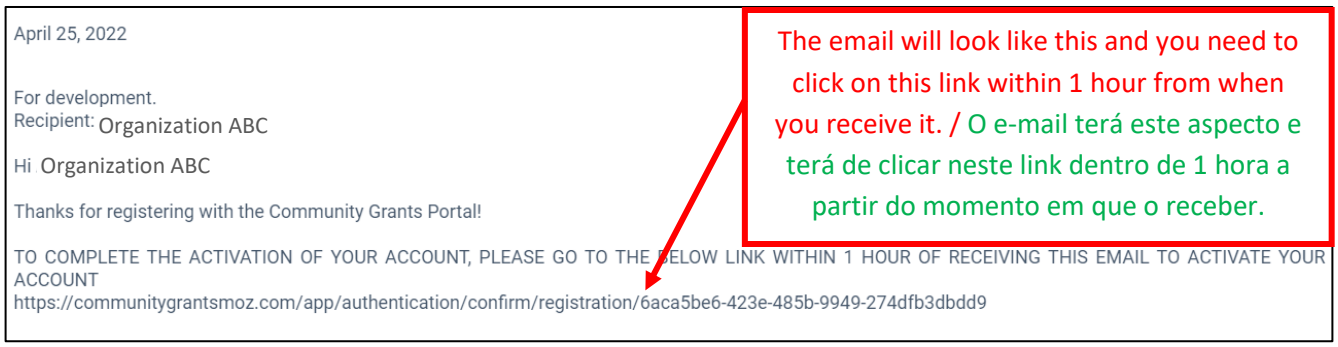


You can select to view the site in English or Portuguese here. / Pode selecionar para ver o site em inglês ou português aqui.

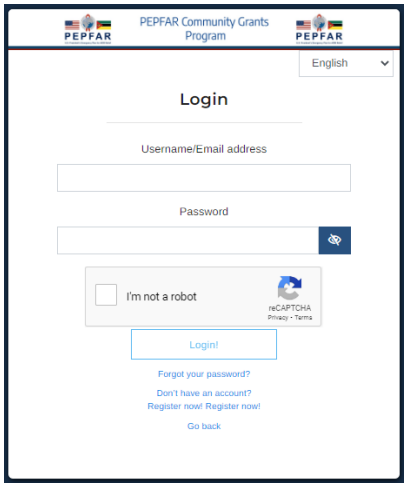
2. Register by entering your email address and creating a password



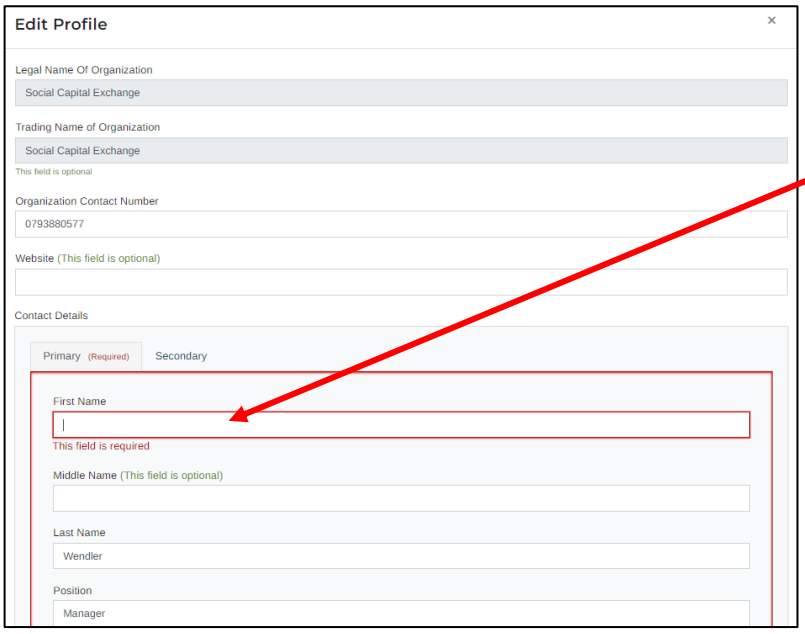
3. The system will email you and you need to click on the link in that email. If you don't see the email in your inbox within a few minutes, check your junk folder. Then make sure you mark the email as safe to ensure that you can receive future emails from us.



4. After you have clicked on the link in the email, then go back to https://communitygrantsmoz.com/ and click on ***log in*** and enter the username and password that you created.

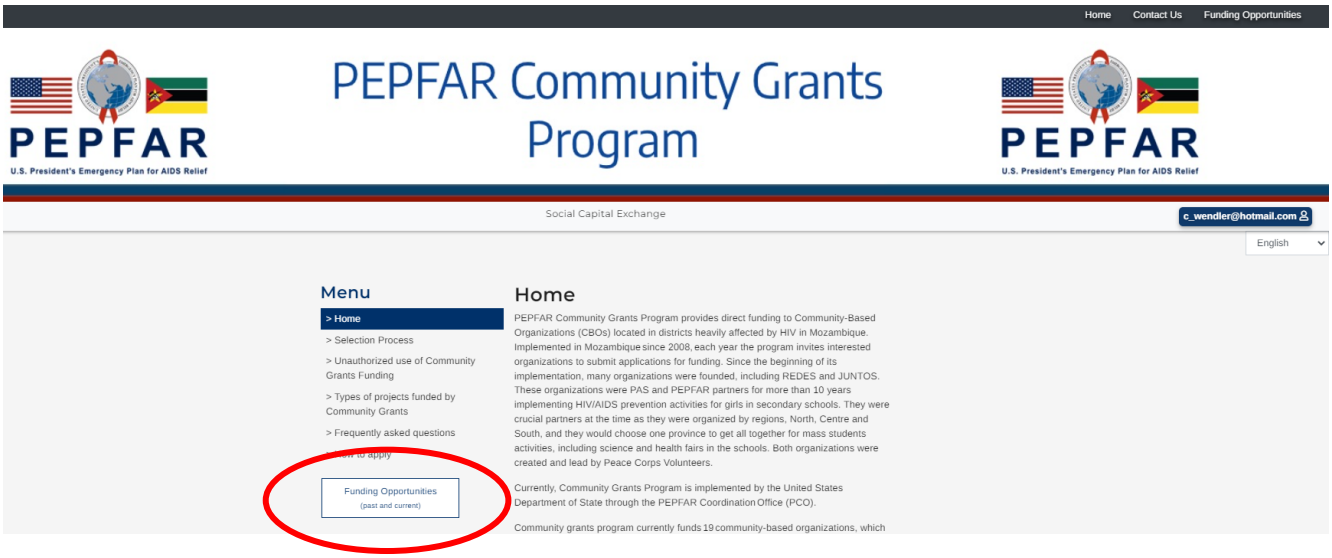


5. After you log in, you'll be asked to complete your organizational profile, which is information such as the name of your organization, address and contact information. After you have completed that, click submit.



Most of the fields are required and if you do not complete the field, it will be outlined in red with an alert to notify you that you must complete this field before you can save your profile. / A maioria dos campos são de preenchimento obrigatório e se não completar o campo, este será assinalado a vermelho com um alerta para o notificar de que deve completar este campo antes de poder guardar o seu perfil.

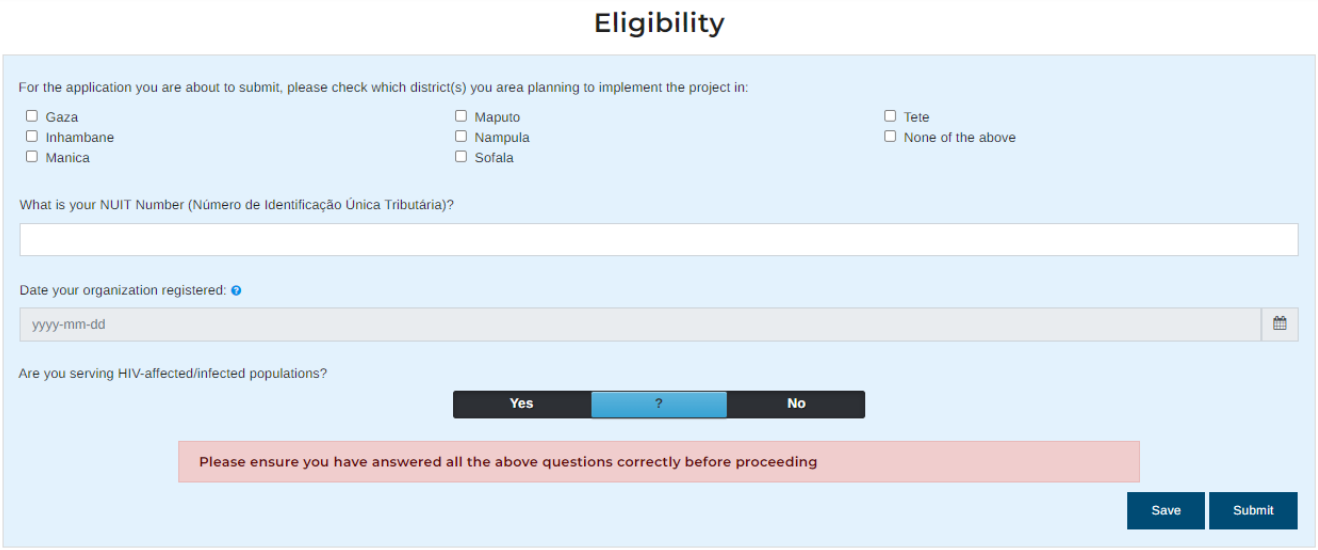
6. Click on ***Funding Opportunities***



7. Click on ***Open Application***.

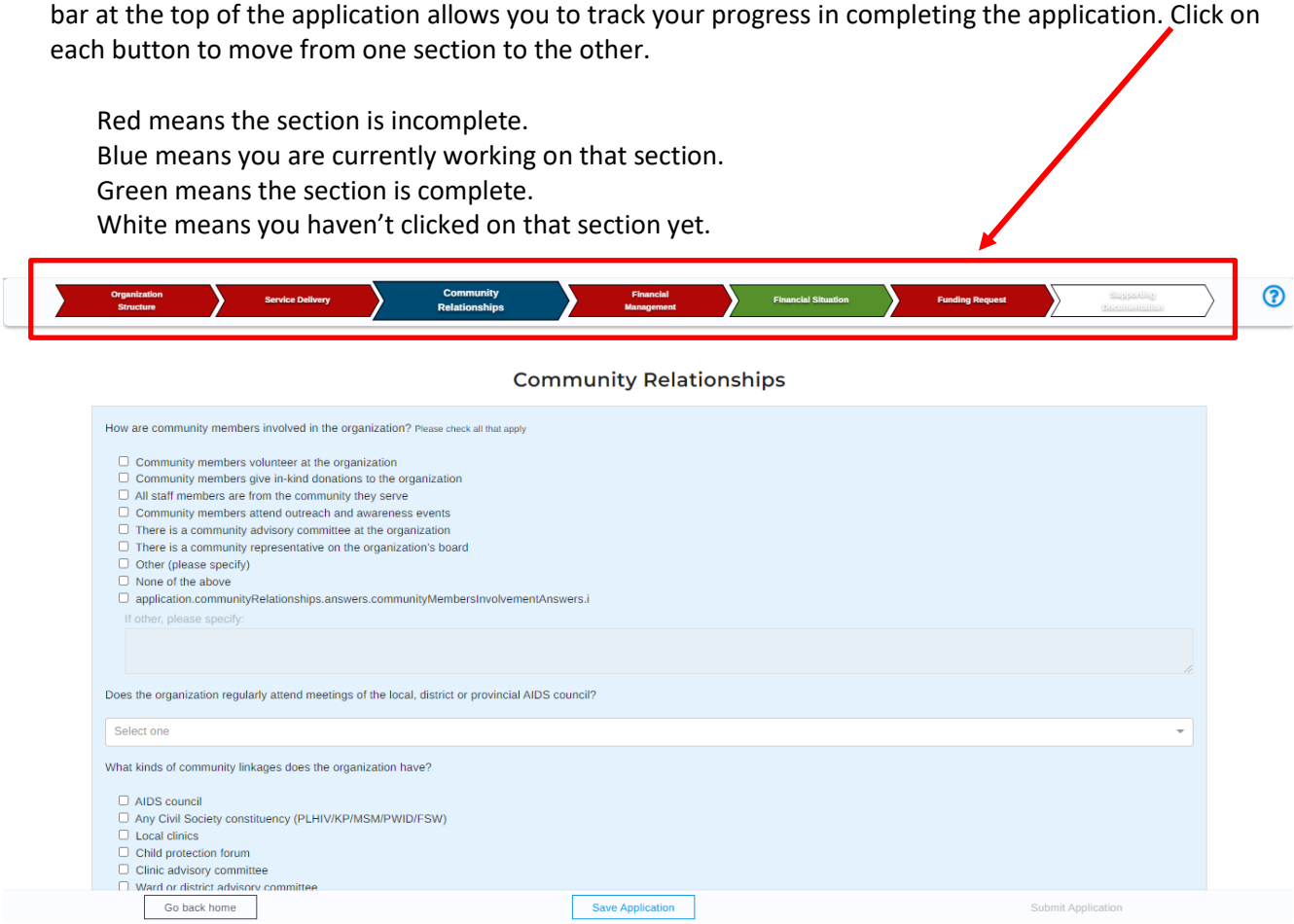
8. Read the instructions on how to apply, check the box at the bottom of the instructions and then click on the ***Apply Now*** button at the bottom of the application instructions.

9. Complete the eligibility page. Make sure you double check that your answers are correct before you click submit. If you are not eligible to apply, you will immediately be notified of the reason you are ineligible. If you are eligible, the application form will open.

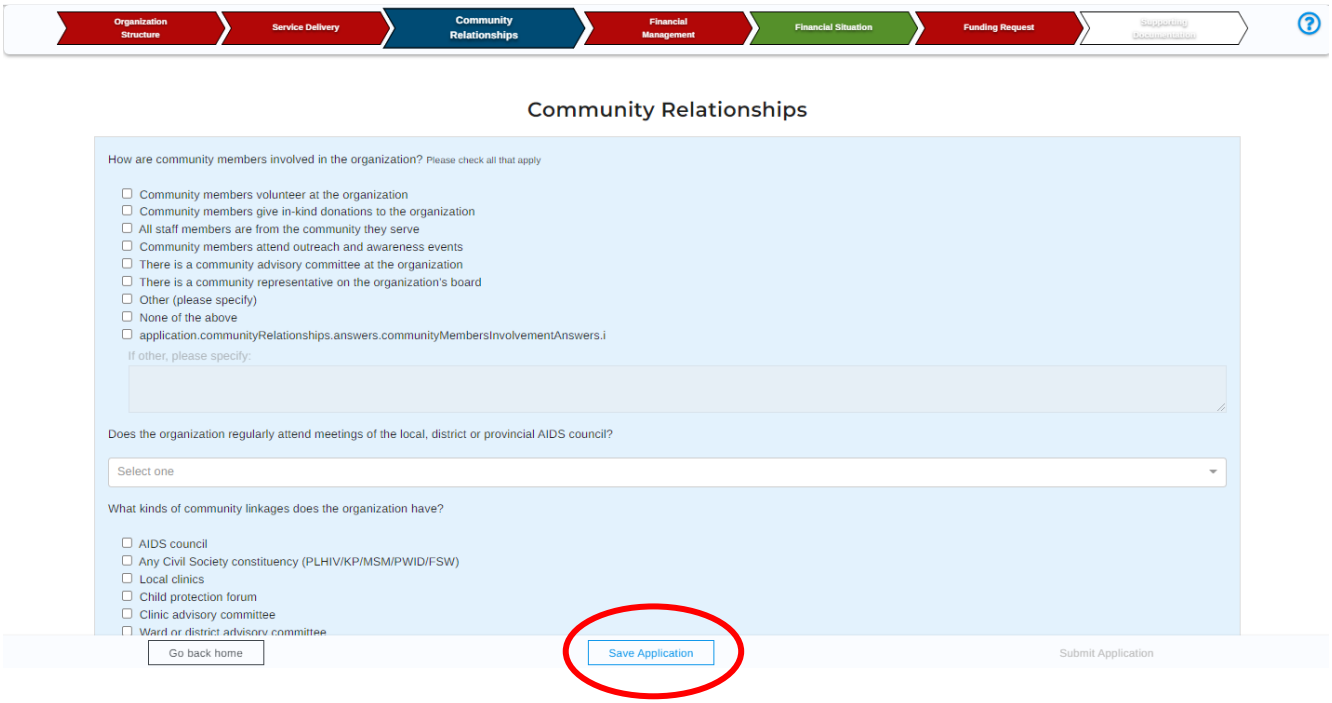
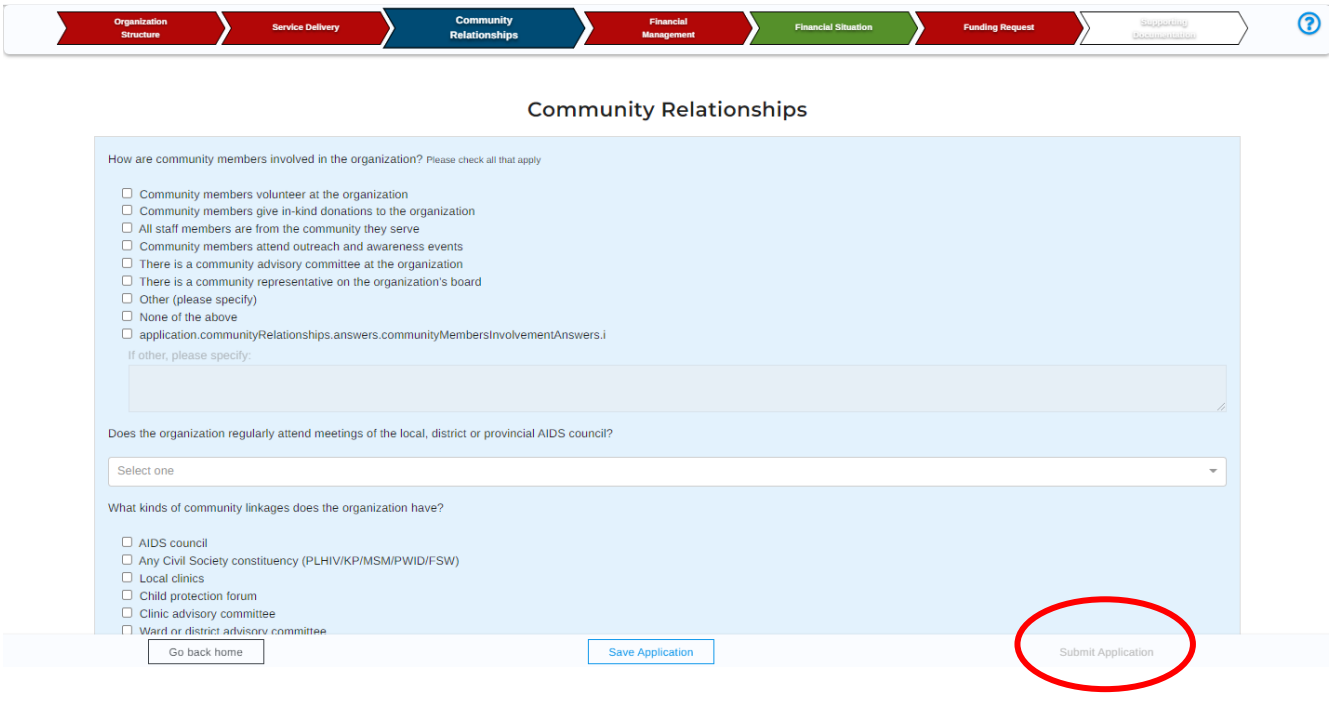


10. Complete Your Application. There are seven sections of the application which will need to be completed by the deadline. You will not be able to submit your application until all sections are complete. The progress bar at the top of the application allows you to track your progress in completing the application. Click on each button to move from one section to the other.

Red means the section is incomplete.
Blue means you are currently working on that section.
Green means the section is complete.
White means you haven't clicked on that section yet.



11. Save your application each time you work on it. You do not need to complete your application all at one time; you can log in and work on your application as many times as you need.



12. Submit your application before the application deadline. **<u>You will not be able to submit your application until all sections are complete.</u>**